

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 23, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CHRIS FROELICH, KATHY PLETCHER, and VICKY VAN VONDEREN

EXCUSED: CARLA BUBOLTZ CHRISTOPHER WAGNER and PAT WILLIAMS

ABSENT: DON CARMICHAEL

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Sue Lagerman, Curt Beyler (staff); Doug Marsh (Brown County Public Works); Jaime Leick (FBCL) and Bob Nielsen.

President Terry Watermolen called the meeting to order at 5:15 p.m. and welcomed Bob Nielsen to the meeting. Mr. Nielsen is considering joining the board. Jamie Leick from the Friends of the Brown County Library was also welcomed.

APPROVE/MODIFY AGENDA

Motion by C. Froelich, seconded by V. Van Vonderen, to approve the agenda. **Motion carried.**

MINUTES, INFORMATION SERVICES REPORT, BILLS AND COMMUNICATIONS

There were no changes to the November and December minutes and they stand approved.

There were no questions or discussion related to the Information Services Report.

L. Stainbrook reported that the bills did not contain any out of the ordinary expenses.

Letters of Library Board appointment (Tim Nixon) and reappointment (Kathy Pletcher and Carla Buboltz) were shared.

OPEN FORUM FOR THE PUBLIC

No one from the public was present to address the Board.

REIMBURSEMENT FROM ADJACENT COUNTIES

There is still some talk about the billing, in particular, to Outagamie County. T. Watermolen reiterated the purpose of the statute and the billing. Outagamie County was billed for reimbursement of residents who use Brown County Libraries and who live in areas that don't pay taxes to maintain a library. Outagamie County bills these same areas at a higher reimbursement rate. The library's bill was about \$33,000. We cannot bill Outagamie County for any residents that are paying taxes to maintain a library.

V. Van Vonderen asked if there will be an issue next year. The Board thought it may be wise to seek a legal opinion on what can and can't be done in the future. The part of the law Outagamie County is referring to is different from the part of the law Brown County refers to.

Outagamie County is still being paid from within their county. Brown County should be paid as well. It seems to have become a political problem unnecessarily. The Outagamie Library Boards had already made a decision to cut off service by the time they came to the Brown County Library Board meetings – even as early as August, 2012. T. Watermolen thinks we'll continue to have a struggle. If Brown County had not sent bill than those who don't pay taxes to maintain a library are getting free library services.

A conversation between library boards was attempted but Outagamie County made the decision to stop service before negotiations could take place. It will be determined how long they can deny service (legally). There is not a short-term fix with Outagamie County. The present bill was for 2011. Brown County could also bill for 2012 with payment due by June 1, 2013.

An idea to develop a working relationship with all adjacent counties and to determine what is fair to all was suggested as well as an inter-library cooperation agreement that shares an understanding of the state statute. L. Stainbrook and K. Pletcher will work on reaching out to the other adjacent counties.

ADDENDUM TO ASSET PURCHASE AGREEMENT UPDATE

A few items related to the historical assets purchased by the Green Bay De Pere Antiquarians from the Brown County Library were found at the Neville Public Museum. They had been in storage and were not part of the original sale but both parties felt they should have been. An addendum to modify the first agreement was drafted and executed, giving sole possession of the items to the Green Bay De Pere Antiquarian Society.

ANNUAL ELECTION OF OFFICERS

The following slate was recommended in November and nominated: President, Kathy Pletcher; Vice-President, Carla Buboltz; Secretary, Chris Wagner; and Financial Secretary, Vicky Van Vonderen. Additional nominations were called for three times. There were no other nominations. **Motion** by Watermolen, seconded by Froelich, to approve the following recommended slate: Kathy Pletcher as President; Carla Buboltz as Vice-President; Chris Wagner as Secretary; and Vicky Van Vonderen as Financial Secretary. **Motion carried unanimously.**

K. Pletcher assumed her new position as newly elected President at 6:07 p.m. and presided over the remainder of the meeting.

K. Pletcher complimented Terry on his leadership and accomplishments over his years as President.

FACILITIES REPORT

a. Approve Building Maintenance Plan L. Stainbrook briefly reviewed the maintenance progress report included in the packet. Also included were maintenance items suggested for action in 2013. A carryover amount is not yet known and some project costs are also undefined. A prioritized list and one sorted by location were recommended. D. Marsh reiterated that while he agreed projects should be coordinated as much as possible, he is bound to the \$1.5M bonded funds for repairs. He has a map of projects that he is authorized to move forward with. The bonded funds won't cover all of the items in the county's report but it does cover the high-priority safety concerns and planned maintenance (capital improvements fall outside the bonded funds). Per D. Marsh, priorities are the building structure, HVAC (including ductwork), lighting and elevators.

D. Marsh reported on the sustainability plan update received from L. Stainbrook and commented that a lot of good things are happening including that Focus on Energy has extended enhanced financial incentives through July 31, 2013 (a good time for energy projects!). There had been a question on how the \$25,000 WPS grant would be split. The answer is still unclear but fair use is being worked on. There is no clarity at this time.

D. Marsh also reported that the engineering service fee threshold had expired and a new RFP increasing the threshold from \$5K to \$10K was issued. The architect and engineering services contract was awarded to Boldt.

Library projects: Bids were just received for the main disconnect, 3rd floor condenser unit and elevator repair but D. Marsh did not have specifics since the bid tabulations were just put together and some contractors may need to be qualified. The information will be shared as soon as it is available. C. Beyler had expressed interest in the cooling tower from old mental health building (5 years old) rooftop. It would have to be determined if it is appropriately sized, if the roof support it, etc. Regarding this type of project, T. Watermolen asked what the county is going to be responsible for. When does the cross over to county maintenance take place? He stated his uncertainty of county responsibility and commitment outside the \$1.5M. Based on D. Marsh's recollection, there is a limited amount of dollars (\$7-8K) that could be applied for relocating the cooling tower within the \$1.5M. T. Watermolen asked if there are additional county dollars that will address building issues particularly since the Central Library has significant issues. When does the county step in financially since the library isn't budgeted for major expenses? D. Marsh replied that the county committed to the \$1.5M and \$359,000 (testing and cleaning; arc flash study). All HVAC and lighting projects have been pitched to Boldt. The strategy is to select stand-alone and small projects and get those done. Bigger projects will take longer to plan so those will follow. Phase projects as much as possible to avoid shut down of the library.

Next step on bids: There is a long lead time on the elevator project. Bids will require PD&T approval (meetings on the 4th Monday) and then county board approval (meetings on the 3rd Wednesday). A qualified low bidder will be sought. It was asked who tracks the work of the bidder. Raasch will observe work and will do a punch list at end of project. Each item is signed off by sub-contractors. It is presumed through the bidding process, that each contractor is committed to complete scope of work. Raasch is the engineering firm for these projects and will provide continual oversight. Reviews to insure that drawings meet design intent are the responsibility of the architect or engineer.

b. Disposal of Outdoor Sign and Disposal of Sound Isolation/Recording Booth **Motion** by T. Watermolen, seconded by C. Froelich, to approve the disposal of the outdoor sign and sound isolation booth at Central. **Motion carried.**

L. Stainbrook shared photos of the progress of the reconstruction of the check-out area at the Weyers-Hilliard Branch (before and after). The Friends of the Brown County Library funded the architectural design work as well as \$5000 for construction.

ACCOUNTANT'S REPORT

a. Approve Use of Marian Holmes Estate Funds A \$109,000 bequest indicated that the funds purchase Large Print books and audio books at the Kress Family Branch. Those collections float (meaning they don't have a home location) and there was already \$85,500 allotted in the book budget. It was suggested to reallocate the budgeted \$85,500 and apply it towards RFID projects at either the Kress Family or Weyers-Hilliard branches, or both. **Motion** by T. Watermolen, seconded by C. Froelich, to approve the reallocation of \$85,500 from the book budget for the purposes of RFID projects and to be utilized in a manner that Administration deems most effective and useful for library staff. **Motion carried.**

b. Approve Budget Adjustment Request Motion by T. Watermolen, seconded by C. Froelich, to approve the Budget Adjustment Request to carryover \$6,664 in NFLS grant monies for the telephone messaging project that did not complete in 2012. **Motion carried.**

c. Approve 2012 Budget Carryover Notice Motion by C. Froelich, seconded by T. Watermolen, to approve the 2012 budget carryover notice. **Motion carried.**

d. Accept Bibliotecha donation of ALPS (a PC reservation and print management system) The current system (SAM) is five years old and other vendors have been considered. The ALPS donation is valued at approximately \$27,000 and is provided by the same company the new check-out stations at the Central Library were purchased from. ALPS will be tested at the Central Library first. If reaction and response is positive, then implementation at other branches would follow. BC Information Services has been involved in the discussion and review of the project and recommend moving forward. **Motion** by T. Watermolen, seconded by V. Van Vonderen, to accept the donation of ALPS from Bibliotecha. **Motion carried.**

LIBRARY BOARD RETREAT UPDATE

Tentative agendas were distributed as well as a synopsis of the packet contents. There were no other questions or suggestions.

PERSONNEL

a. Recommendations for Procedures on Library Board Personnel Authority These recommendations will be added to the personnel/administrative policy and brought back as one policy for approval.

b. Approve Administrative Job Descriptions Motion by T. Watermolen, seconded by V. Van Vonderen, to approve the administrative job descriptions of Library Operations Manager; Library Automation & Financial Services Manager; Library Facilities Manager; Communications & Library Program Manager; and Collection Development Manager. **Motion carried.**

c. Approve Table of Organization Changes Motion by T. Watermolen, seconded by C. Froelich, to approve the Table of Organization changes as follows:

The Library Director recommends that the Library Board delete two (2) 11-hour per week positions in the Clerk classification at the Kress Family Branch, and replace them with one (1) 19.5-hour per week Clerk position.

2) The Library Director recommends that the Library Board approve filling the vacant IT Librarian position in Administration as an FLSA-exempt position at 40 hours per week. Resulting in the following financial impact:

Position	Hours	Location	Action	Salary	Fringe	Total	Net Savings
.29 Clerk	11	Kress	Delete	\$ (6,016.75)	\$ (2,557.12)	\$ (8,573.87)	
.29 Clerk	11	Kress	Delete	\$ (6,016.75)	\$ (2,557.12)	\$ (8,573.87)	
.52 Clerk	19.5	Kress	Add	\$ 10,666.06	\$ 4,533.08	\$ 15,199.14	\$ (1,948.60)
1.0 IT Librarian	37.5	reclassify to exempt	Admin	\$ (44,344.05)	\$ (19,275.05)	\$ (63,619.10)	
	40			\$ 47,297.12	\$ 20,560.06	\$ 67,857.18	\$ 4,238.08
NET COST							\$ 2,289.48

This table of organization change and permission to fill open positions and subsequent annual savings, submitted for approval at the January 23, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4) will be reported to the Education & Recreation Committee on February 7, 2013 as part of the Director's Report and attached to the meeting minutes. **Motion carried.**

d. Approve First Performance Review Form Motion by C. Froelich, seconded by V. Van Vonderen, to approve the First Performance Review form. **Motion carried.**

COUNTY BOARD SURVEY UPDATE

L. Hoffman distributed a draft survey that would poll the County Board supervisors on what information they would like communicated to them from the library and by what method. The desired outcome of such a survey would be to increase two-way communication and improve the library's and board's process of keeping the County Board informed. Further modifications will be made to the survey to keep it as short and simple as possible.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update L. Stainbrook noted that a conversation was led by WiLS centered on combining systems, redoing systems, and trying to plan for a future with less systems. At present, there are 17 systems in the state which results in a lot of overhead. Much of that funding could be put toward services instead. There are two Brown County openings on the NFLS Board. The board meets at Noon on Tuesdays, six-seven times a year. Most meetings are held at the NFLS office with one meeting held off-site. Representatives

are appointed by County Executive. Brown County holds eight of the 17 votes if fully represented. Having an understanding of Brown County Library and libraries in general has proven beneficial to Brown County representatives.

b. Approve Resource Library Agreement The 2013 agreement included less money than last year as a result of a 10% reduction in NFLS' funding. L. Stainbrook negotiated the agreement with Mark Merrifield and feels it is fair. **Motion** by T. Watermolen, seconded by V. Van Vonderen, to approve the 2013 Resource Library Agreement. **Motion carried.**

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

2013 strategic directives will be drafted after the retreat. The list of library accomplishments included in the packet was submitted by staff. L. Stainbrook reported that she recently learned that the library's checkout stats were being reported incorrectly and the actual total was less. The net difference totaled about 130,000. L. Stainbrook also updated the Board on a staff grievance. The grievance moved on to the next step - a hearing with WERC but proceedings have been temporarily suspended to give the employee time to complete activities that were part of the performance plan.

a. Modify start time of February 21, 2013 meeting to 6:15 p.m. At 5:30 p.m. there will be a brief recognition reception and art unveiling to thank the community and donors for the generous support of the Kress Family Branch Library, as well as announce the Marian B. Holmes bequest.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by T. Watermolen, seconded by C. Froelich, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:20 p.m.

NEXT REGULAR MEETING

February 21, 2013

Kress Family Branch Library

333 N. Broadway, De Pere

6:15 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary

Dr. Christopher Wagner, Library Board Secretary

Sue Lagerman, Recording Secretary